



**Application for Admission to the
Hubert H. Humphrey Fellowship Program
for Mid-Career Professional Study
in the United States
2004-2005 Program**



UNITED STATES
DEPARTMENT OF STATE



INSTITUTE OF
INTERNATIONAL EDUCATION



**APPLICATION FOR ADMISSION TO THE
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

INFORMATION AND APPLICATION INSTRUCTIONS

PROGRAM DESCRIPTION: The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, nondegree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Senator and Vice President, Hubert H. Humphrey. Fellows are selected based on their potential for national leadership and commitment to public service, in either the public or private sector. The Program provides a basis for establishing long-lasting productive partnerships and relationships between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Funding for the Humphrey Program is provided by the U.S. government through the United States Department of State and other co-sponsors. The Institute of International Education (IIE) collaborates with the State Department's Bureau of Educational and Cultural Affairs in administering the Program. The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

DURATION OF GRANT: The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as late May for intensive language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

NONDEGREE STATUS: The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree. Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

FINANCIAL PROVISIONS: The Humphrey Fellowship provides tuition and university fees, a monthly maintenance allowance, a book and supplies allowance, round-trip international travel to the host institution (and to the Fellow's English-language training program when applicable) and domestic travel to Washington, D.C. for a special seminar. Supplementary funds are available for professional activities such as field trips or attendance at conferences. **Humphrey Fellowships are not renewable.**

Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. **Humphrey Fellowships do not include funds for dependents (family members).** Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the Fellows are settled in their academic year programs and have secured housing (at least 30 days after the Fellow's arrival).

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural development/agricultural economics; communications/journalism; economic development; education, including educational planning and administration, curriculum development or teaching of English as a foreign language; finance and banking; human resource management; law and human rights; natural resources and environmental management; public

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INFORMATION AND INSTRUCTIONS (CONTINUED)

PROGRAM FIELDS (cont.): health policy and management, including HIV/AIDS policy and prevention as well as drug abuse education, treatment and prevention; public policy analysis and public administration; technology policy and management; and urban and regional planning. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to the broad policy-making and problem-solving issues.

PLACEMENT IN UNIVERSITY PROGRAMS: Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, nor to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted. **Candidates should not apply directly to U.S. institutions.**

APPLICATION INSTRUCTIONS:

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible (except for the Drug Abuse form, page 5A of the application, which should only be completed by candidates in the field of drug abuse). Please note: the application may be downloaded from the IIE Humphrey Program website at: www.iie.org/pgms/hhh, and completed by computer.
2. Please take special notice of #13, "Give a 50-word summary of your proposed program plan." This section is very important as members of the J. William Fulbright Scholarship Board read this summary and determine whether to approve Humphrey nominations. Please be sure each nominee provides a succinct but substantive summary statement.
3. The completed application must be returned to the nomination committee in your home country **according to the instructions provided by them. (Do not submit the application to IIE.)**
4. **You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Documents must be accompanied by complete English translations.**

Your academic documents must consist of:

- A certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.
- Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.

To be considered official, each academic document **must bear the seal of the issuing institution** as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution, by your selection committee, or by a U.S. consular official.

5. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position. The letters of reference should be written in English or should include an English translation.**
6. **Important information about TOEFL:** The Test of English as a Foreign Language (TOEFL) is required by all U.S. universities. After passing a preliminary English test, you must register for TOEFL **immediately** and take it as early as possible. Failure to take the TOEFL may disqualify your application. For information and/or test registration forms, contact the Binational Education/Fulbright Commission or U.S. Embassy in your home country. You must indicate that you want your score reports sent to Institute of International Education (Hubert H. Humphrey Fellowship Program) Code Number **9616**. You must be sure to indicate this code (**9616**) on the registration forms or on the answer sheets provided at the time you take the examination. TOEFL vouchers may be obtained from the Binational Commission or U.S. Embassy. As soon as you receive your TOEFL score, please present it to the Binational Commission or U.S. Embassy, which will send it to IIE.
7. As part of your application, you also must have a formal English language interview and submit the enclosed **English Language Report Form (page 7 of the application).**